

TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, May 16, 2016
Record

Chairman Lance R. Grenzeback called the meeting to order at 7:30 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Vice Chairman E. James Whitehead, Selectman Stephen L. Powers, Selectman Michael Bettencourt and Selectman David P. Errico. Also present was Town Manager Richard C. Howard.

Notification of Meetings and Hearings

- ∫ Wednesday, May 18, 2016 –Board of Selectmen – Regular Session
- ∫ Monday, May 23, 2016 – Board of Selectmen – Regular Session
- ∫ Monday, June 6, 2016 – Board of Selectmen – Prior to Special Town Meeting
- ∫ Monday, June 6, 2016 – Special Town Meeting

Selectmen's Comments and Non-Docket Business

Selectman Powers requested that the Mt. Vernon Street Bridge be appropriately marked to notify motorists that there will be no access on Mt. Vernon Street from Thursday evening through Saturday night due to the EnKa Fair footprint.

Chairman Grenzeback suggested that residents attending meetings being held in Town Hall in the next few days park in the lot at the rear of Town Hall, or walk. He also noted that the Citizen of the Year function will be held tomorrow evening at 6:30 PM at the Montvale Plaza in Stoneham. The honoree this year is former Selectman Jim Johnson.

TOWN MANAGER REPORTS AND COMMENTS

Appointment – Chief of Police

Present: Retiring Chief of Police Ken Albertelli and Police Chief-Elect, Peter MacDonnell

Town Manager informed the Board that over the last several months, an assessment center has been in place to rank the candidates for the successor Chief of Police position because Chief Albertelli is retiring at the end of the Fiscal Year. Over a month ago, a plan was put into action to assess candidates. Town Manager indicated that he worked hand-in-hand with Chief Albertelli in putting together the process. Lieutenant Peter MacDonnell scored the highest of the participants. Town Manager informed the Board that he is recommending and appointing Peter MacDonnell as the next Chief of the Winchester Police Department effective July 1, 2016.

Chief-Elect MacDonnell informed the Board that he feels this appointment is quite an honor and he is looking forward to being the next Chief of Police as the Winchester community is near and dear to his heart. He noted that he is not the first member of his family to serve the Town; his father served as a Park Commissioner and his grandfather served as the Town Treasurer / Collector.

Chief Albertelli informed the Board that the Chief-Elect has acted as second in command for many years, is very connected to the community and holds a Master's Degree, along with being FBI trained.

Chairman Grenzeback noted that the Town is extremely lucky to have such a well-trained police force with members so connected to the department and the community.

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Board members noted that all of the candidates are very connected to the community and it is a great thing that the tradition of an in-house successor is being maintained.

LICENSE

Secondhand Articles License:
Revolve, 24 Thompson Street
License to Expire: May 1, 2017

*Motion: That the Board of Selectmen approve the renewal of the Secondhand Articles License for Revolve, 24 Thompson Street, for a term to expire May 1, 2017.

Whitehead – Powers

All in favor.

VOTED.

BUSINESS

WHS Project Energy Budget

Town Manager recalled that the Town Meeting Warrant contained an article related to energy usage at Winchester High School. Staff has been following usage since December/January when a new meter was installed and a jump in kilowatt hour usage was observed. This has been reviewed by the energy team and they feel that they have a handle on the problem and a reason for the huge increase, which was determined to be due to the increase in the number of modular units on site. There will be an additional increase in usage beginning in September because even more modular classrooms will be added. The Board was informed that the modular classrooms use a huge amount of electricity and this, coupled with the electricity used by the contractor results in an increase in the usage of kilowatt hours.

Town Manager indicated that measures will be taken to reduce the kilowatt hours used. The hope is that this increase will be a blip on the radar and going forward into FY2017 the budget will be increased. Town Manager explained that even with the energy efficiency built in to the new building, there could be increases in electrical and heating costs due to rising costs and new contracts. He indicated that he has signed a new contract for electrical costs which should help on a Town-wide basis.

Selectman Bettencourt suggested that EFPBC Chairman Bob Deering be invited to meet with the Board to update on the project. Town Manager recalled that Mr. Deering met with the Board last month and at that time, indicated that he would be back sometime in June for an additional update. Vice Chairman Whitehead questioned whether the energy costs for the modular classrooms is being absorbed by the project.

Town Manager recalled that at the beginning of the project, the decision was made not to “split meter” the project and all electricity usage is coming through the original meter source. Staff is trying to measure usage against the three previous years and the kWh by the project is contributing to the overall costs. Staff continues to budget for the cost of electricity but as there are overages, management continues to make a comparison. He indicated that approximately \$200,000 of the project budget could be applied to the actual electricity usage.

Town Manager informed the Board that the EFPBC has indicated that the contingency looks to be healthy, however unanticipated conditions can arise, and staff is working with the EFPBC to make sure that there is no additional borrowing needed. Town Manager explained that if costs run over the \$200,000 identified, further discussion will be had with the EFPBC about the use of contingency funds.

Chairman Grenzeback indicated that he does not want this to be an opportunity to off-load project costs onto the Town’s operating budget. He questioned whether or not some of the electrical costs could be

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borne by the contractor. Town Manager explained that energy costs are usually a pass-through and come back to the owner in one way or another. He noted that the Town can however hold them to the most economical levels of construction management. He also indicated that the EFPBC could review the amount of electricity that the modular classrooms are drawing, as well as whether an error was made. Chairman Grenzeback noted that the systems are fairly technical and asked whether the EFPBC had made any allowance in the budget for commissioning these systems.

Selectman Bettencourt pointed out that energy efficiency will cost in the long run, and as the next project phase begins money will get tighter. Town Manager pointed out that this is a LEED Silver Project and the design will benefit the Town once the building is turned back to the Town. He noted that there will be a balance between the conservation measures undertaken and the amount that the facility is used.

Moderator's Lead Neck Committee Appointment

Town Manager informed the Board that the Board of Health has appointed their member to this committee and the intention is to schedule a meeting in the next week. Town Manager noted that he has moved forward with staff and an initial plan has been developed for approval by the committee. The Board was informed that the remaining lines in the community were tested and based upon the information received, replacement is beginning. Town Manager noted that the first portion of the MWRA money was used for this and over the next three to five years the remaining 700 lines will be replaced. A subsequent report will be made to the Board in June. In response to the question about which homes have lead connections, Town Manager noted that the Town does know what is in the public way but it is still yet to be determined as to the number of lead connections on private property.

The Board's liaison to this committee is Vice Chairman Jim Whitehead.

Capital Planning Committee – reappointment of Board of Selectmen representative – James A. Johnson, III – term to expire: January 1, 2019

*Motion: That the Board of Selectmen reappoint James A. Johnson, III as the Board's representative to the Capital Planning Committee for a term to expire January 1, 2019.

Powers – Whitehead

All in favor.

VOTED.

2016 Board of Selectmen Committee Assignments

Committee on Names	Powers; Errico
Field Management Committee	Errico; Bettencourt
Housing Partnership Board	Bettencourt
Open Space and Recreation Committee	Errico; Bettencourt
Retiree Health Ins. Advisory Cmte.	Powers
Aberjona Initiative	Whitehead
Flooding / Drainage	Whitehead
Cable Advisory Committee	Powers
Chamber of Commerce	Bettencourt; Errico
Conservation Commission	Whitehead
Council on Aging	Bettencourt; Whitehead
Disability Access Commission	Whitehead
Energy Management Committee	Bettencourt
Planning Board	Grenzeback
Senior Citizen Tax Committee	Powers
Wildwood Cemetery Advisory Cmte.	Errico

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Winchester Hospital Liaison
Street Tree Committee
MBTA
Town Center Parking
WHS Project Working Group

Whitehead
Whitehead
Grenzeback
Grenzeback
Powers; Jennifer Wilson

Selectman Powers referenced the suggestion to have High School students park at Borggaard Beach and was informed by Town Manager that this is the plan and it has been rolled out to students who now know that parking will be at the Beach or Wildwood Cemetery. DPW Director Jay Gill, School Resource Officer Sgt. Dan Perenick and the WHS administration are working on this issue.

Chairman Grenzeback suggested that the School Committee be encouraged to develop a policy regarding student parking.

Asa Fletcher Fund – Next Steps

Chairman Grenzeback provided a summary of the meeting held on December 16, 2015 where several issues were brought forward pertaining to the lack of knowledge about this resource. Evaluating and updating the application procedure was discussed along with development of a more simple and clean application. The group also discussed doing something through the schools and the Superintendent suggested funding the need with the schools determining eligibility. He further recalled that the Board also discussed a program aimed at a longer term program that would help an individual or a family to get back on track. Discussion involved some type of a pilot program. The Chairman noted that the account has a substantial balance and much of the discussion related to how this balance should be treated, spending 4% to 5% annually. The question was raised as to whether a matching fund could be established to accept donations.

Vice Chairman Whitehead suggested that the matching fund could be established as a non-profit that accepts grant applications. The Chairman posed the question of whether the Board would like one committee that solves all of the problems, or several smaller committees to deal with specific issues. The committee (s) could be made up of a member of the Board of Selectmen, a representative from the Council on Aging, a representative from the Clergy, the Housing Partnership Board, the School Department, a representative from the public safety sector, a representative with investment experience, a representative from Winchester Hospital, a School Committee member, a member from the Board of Assessors, a representative from the MultiCultural Network, Winchester Got Lunch and the Disability Access Commission.

Vice Chairman Whitehead indicated that the Board also needs to decide if this will be a one-time fund for disbursement or open to recurring expenses. He explained that this is a policy decision for the Board as trustees of the Asa Fletcher Fund resource much of what can happen depends upon this decision. He suggested that some of the money could be used to build a website that outlines resources and would be used by pastors, etc.

Selectman Bettencourt noted the importance of connecting with the faith community. He pointed out that the Board has not seen a request in a while, questioning why the fund has grown as it has. He indicated that the Senior Citizen Taxi Program that is run by the Council on Aging is very successful, and perhaps the Fletcher Fund could be a component of this. He noted that seniors use the taxi service to get to church.

Town Manager informed the Board that he has sliced up the assignments differently and has looked at how much of the Fund balance is considered to be built up interest that can be diverted. He indicated that \$250,000 could be considered as being available for anti-poverty requests, creating life-changing opportunities. He suggested that the first decision is the division of money into spendable interest and

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what gets reinvested going forward. The second piece is how the Board decides on what would be spent annually and what would be returned to the trust. Other decisions would relate to the annual spending on emergency issues, better communication so that there would be a link to the anti-poverty groups, making better communication an assignment along with how the information would be taken in administratively. He raised the question of how applications would be evaluated, i.e. by a LICSW as has been past practice, or a committee formed to evaluate each case.

Selectman Powers indicated that the Housing Partnership Board report covers where the money is but the Board needs to come up with a dollar amount that can be used. He commented that the idea of a website is crucial. Chairman Grenzeback suggested that the maximum and minimum expenditure be determined first, as well as the amount that should be retained as an investment base. He noted that the Commissioners of Trust Funds have indicated that with a \$500,000 base there would be a stable amount to spend annually. Vice Chairman Whitehead explained that with a recurring expense there should be recurring revenue, so this may be the defining piece.

Selectman Errico suggested that some energy be expended in making the public aware of a donation mechanism, questioning why the Board would pigeon-hole itself by stipulating an annual amount to be used. Selectman Bettencourt explained that there has to be an established amount to be set aside for emergency services. He expressed frustration that some grants were not helping people to move forward, indicating that he feels that housing should be viewed as the number one need. He commented that while kids need computers, WFEE fulfills this need.

Town Manager explained that dedicating an amount to more than an emergency application is a program with a more committed outlay. He indicated that there could be a committee established with a \$25,000 allotment for the purchase of tablets for kids in need, and another donor may want to purchase a vehicle for transporting seniors.

Selectman Errico pointed out that there are kids who cannot afford the sports user fees, therefore more data on actual needs is necessary. Vice Chairman Whitehead suggested that a committee could be established and charged with finding where the services gaps are and then report back to the Board with a recommendation, however the Board needs to provide guidance. Chairman Grenzeback noted that the question is whether one or more groups should work on this issue. The Vice Chairman pointed out that the large number of participants could be broken into sub-groups.

Allan Rodgers of the Housing Partnership Board pointed out that the Asa Fletcher Fund net income has not been spent, and it was meant for expenditure. John Suhrbier suggested that there are three additional groups with expertise: Council for Social Concern because they are aware of the needs, the Community Service Network in Stoneham that provides assistance with housing and the Winchester Got Lunch Program because there are 250 kids system-wide that participate in the Federal School Lunch Program.

Chairman Grenzeback summarized that the Board will request that the Town Manager recommend a composition for a working and once that working group is organized a charge developed and questions that need answers outlined.

*Motion: That the Board of Selectmen request the Town Manager to form a working group, i.e. a Fletcher Fund Advisory Committee, reaching out to groups previously mentioned, reporting back to the Board with a recommendation.

Whitehead – Powers

All in favor.

VOTED.

CONSENT AGENDA

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Approve / Correct Meeting Minutes:

Monday, May 9, 2016

Farmer's Market – Town Common:

**Saturday morning from June 11, 2016 through October 29, 2016
from 9:30 AM until 1:30 PM;**

Recognition of Donations

**First Church of Christ, Scientist
\$1000 for the Winchester Street Tree Fund**

*Motion: That the Board of Selectmen approve the Meeting Minutes for Monday, May 9, 2016 and the Farmer's Market on the Town Common on Saturday morning from June 11, through October 29, 2016 from 9:30 AM until 1:30 PM.
Whitehead – Bettencourt All in favor. VOTED.

*Motion: That the Board of Selectmen accept the donation to the Winchester Street Tree Fund from the First Church of Christ, Scientist, in the amount of \$1,000 with gratitude.
Whitehead – Bettencourt All in favor. VOTED.

Non-Docket Business from the Selectmen

Selectman Powers requested that a public hearing about Myrtle Street be scheduled to allow the neighbors to tell the Board whether they really want a one-way street or not. Town Manager indicated that the survey results indicate that it is a 50-50 situation.

As the last order of business, Town Manager outlined the street closings due to the EnKa Fair revised footprint. The actual change in traffic flow begins on Thursday evening after 6:00 PM and runs through Midnight on Saturday evening.

COMMUNICATIONS AND WORKING GROUP REPORTS

The Board acknowledged receipt of the following correspondence:

1. Town Manager letter to local businesses regarding Mt. Vernon Street closure
2. EnKa Fair Parking Lot Closing Notice
3. KEOLIS re: Vegetation Management Plan Notification
4. MWRA Annual School poster and writing contest spreading the word about Bay State Fertilizer – Award Recipients
5. Public Hearing Notice: NStar d/b/a Eversource Energy – Park Street

Adjournment – 9:30 PM

*Motion: That the Board of Selectmen adjourn for the evening.
Whitehead – Powers
By Roll Call Vote: Errico, Bettencourt, Powers, Whitehead, Grenzeback VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager